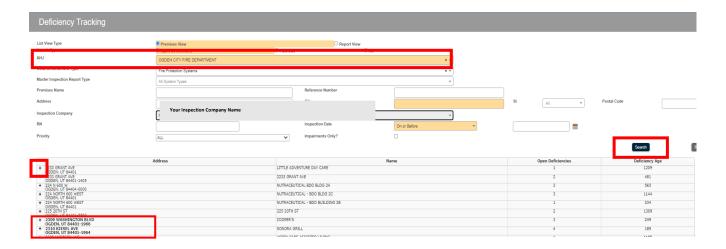


HOW TO VIEW AND CLOSE "OPEN DEFICIENCIES"

- 1. Click on your "Deficiency Tracking" icon from the home dashboard.
- 2. Search for the Fire Department (AHJ) in the AHJ field that you want to view deficiencies in.
- 3. Click Search button.
- 4. The **BOLD** properties are deficiencies your company submitted.
- 5. The nonbolded properties are deficiencies submitted by another inspection company.
 - a. You will not be able to view who the company was that submitted the deficiency, but you will be able to view what the deficiency is.
 - b. To view the deficiency, click on the **bolded plus (+)** sign next to the address to see the system type. Then click the plus (+) next to the system type to view the deficiency.
 - c. You can then close that deficiency by marking it compliant and attaching proof of repair.



^{**}For help with this process, please contact The Compliance Engine support at 630.413.9511 or support@mybrycer.com.